



POSITION DESCRIPTION

Job Title:	Communications Manager
Position Type:	Full-Time, Salaried
Location:	Remote
Salary Range:	\$65,000-\$75,000

To apply, please submit Resume and Cover Letter [here](#).

Stop the Addiction Fatality Epidemic (SAFE) Project is a national 501(c)(3) nonprofit working through a collaborative, multi-pronged, and non-partisan approach to end the nation's catastrophic addiction epidemic.

Nearly 108,000 people died from an overdose in 2021 alone—the highest number of overdose deaths ever recorded. With stigma remaining the #1 barrier for people seeking help, SAFE Project is on a mission to end stigma, inspire action, and, ultimately, save lives.

SAFE Project seeks an experienced Communications Manager to coordinate with subject matter experts and help lead the overall communications within their assigned areas. Assignment of projects, focus, and initiatives will be based upon experience, preference, and overall alignment with the rest of the Communications Team.

The ideal candidate must be passionate about our mission and understand the urgency our organization carries.

Key Responsibilities

- Collaborate with the Director of Communications to develop integrated, strategic communications plans and provide recurring communications support for: SAFE Project's initiatives and all programs, organization-wide campaigns, projects and events that fall under it; and SAFE Project's Development and fundraising efforts.
- Work with the Director of Communications to develop consistent internal and external messaging that is reflected across all programs, projects and resources.
- Work with the Director of Communications to ensure SAFE's online presence communicates SAFE's mission, vision, and program objectives, and is aligned with appropriate communications plans.
- Work with the Director of Communications to establish a quantitative and qualitative analytics review to report campaign performance to stakeholders.
- Support the Director of Communications in building a communications strategy that supports the organizational Strategic Plan.
- Write, edit, and manage the distribution of e-marketing communications (regular e-newsletters and communications) for all external audiences, including but not limited to: general interest, donors, and volunteers.



- Contribute to the development of a comprehensive social media plan and schedule that reflects SAFE priorities and goals.
- Produce original and creative social media content and reproduce relevant content for an appropriate number of social media posts per day, on Facebook, Twitter, Instagram, and Snapchat.
- Within assigned projects, identify strategic public relations opportunities and pursue them as appropriate for media, digital and social sharing, and e-marketing content collateral.
- Within assigned projects, prepare leadership and SAFE spokespeople with key messages and important information in advance of interviews or media events.

Requirements

- 2+ years of experience in communications, marketing, community outreach or related work, ideally with experience in an "in-house" role within a complex nonprofit entity, covering areas such as content planning, newsletters, social media and donor communications.
- Superior writing skills, to include content generation and the ability to edit materials prepared by others to ensure high-quality deliverables.
- Experience with programs and web apps such as Mailchimp, Salesforce (or equivalent platform), Adobe Creative Cloud applications Photoshop, Illustrator, etc. a plus.
- Proficient in AP writing style, traditional and emerging trends in public relations, advertising, marketing and social media. **Graphic design experience a plus.**
- Bachelor's degree or 4+ years of relevant experience, required.